



LIBRARY ENVIRONMENT POLICY

LIBRARY RULES

Our Library exists, primarily, for the use of staff and students of Sarina Russo Education Group (SREG) - James Cook University Brisbane, Russo Business School and Sarina Russo Institute.

Anyone may enter the library and use publicly housed information resources within the facility providing they conform to all rules and policies in force at the time.

CONDITIONS OF USE

- Authorised Library Users are required to produce a valid Campus Card when requested by library staff.
- Authorised Library Users must ensure that the library has their correct name and contact details.
- The Campus Librarian determines the conditions of use and the charges for any equipment, facilities or service provided by the library.
- Borrowing of print collections is restricted to Authorised Library Users and is subject to Borrowing Conditions advertised on the library web page and through library literature.
- Information resources may not be taken out of the library unless they have been borrowed through the appropriate loans mechanism.
- Library opening hours and Borrowing Conditions are displayed on the library web pages and determined through consultation between the Campus Librarian and Campus Director.

LIBRARY USERS – RULES OF ACCEPTABLE BEHAVIOUR

Library users will:

- Show valid identification upon request
- Respect the library space, property and equipment
- Use library resources (content, equipment, or facilities) safely and appropriately
- Not engage in any behaviour deemed by library staff likely to cause damage to information resources.
- Adhere to all notices and signage
- Respect Copyright legislation Part VB copying limits when scanning, photocopying or printing within the Library space.
- Respect other library users and treat others with mutual respect and consideration
- Engage in quiet conversation only within in designated areas and in service areas.
- Not bring into the library equipment which will produce noise perceived to be disturbing by surrounding patrons.
- Switch mobile phones to silent or vibrate mode while in the library.
- Not consume food or drink (except bottled water) within the library.
- Submit bags and cases for inspection upon request by library staff.
- Not leave personal belongings unattended. The library accepts no responsibility for personal belongings left unattended. Unattended items may be removed by staff.



- Not enter non-public areas of the library except by invitation.
- Not attempt to remain in the library when it is closed.
- Not leave unattended children within the library.
- Comply with licenses and contractual agreements associated with electronic resources, respecting computer and software use Regulations.
- Comply with any lawful direction from a library staff member

CONDITIONS OF BORROWING

General Borrowing Conditions

- A borrower must comply with all borrowing conditions and policies as determined by the Campus Librarian and approved by the Campus Director.
- Student borrowing limits are set out in the advertised Borrowing Guidelines
- Borrowers must use their current student borrowing card.
 - Students may not lend their Student ID to another student for the purposes of borrowing library resources or borrow resources on behalf of another student.
- A borrower accepts complete responsibility for the care of information resources borrowed.
- All information resources must be returned in good condition to the designated place on, or before, the due date or time indicated.
 - Information resources will be deemed not to have been returned until such time as the item/s, are processed by library staff.
- The Campus Librarian shall have the power to recall any information resources before the expiration of the period of the loan.
 - Recalled resources must be returned within two working days of the despatch of the recall notice, or they may attract a late return penalty
 - Borrower's may negotiate (by email or phone or in person) a return date for recalled library items if they are unable to return recalled items within the specified period.
- Students must return all library resources on or by their Close of Study date.
- Faculty and staff must return all library resources on or by their final day of employment by SREG.

BORROWING GUIDELINES

Student Borrowing Limits:

All currently enrolled SREG or SREG students are granted the same borrowing limits with one exception:

Student borrowing limits	Maximum Loans: 8 books				
Prescribed text books	General Collection	Reference Collection	**Laptops	eBooks	Locker keys, Calculators, USBs
4 Day Loan +1 renewal	7 Day Loan + 1 renewal	2 Hour Loan In-library use No renewals	1 Day (on-campus use) No renewals	Determined by vendor Licence Agreement	1 each for 1 Day (on-campus use)
<p>**Windows Laptops Conditions apply to borrowing laptops for at home, or on campus, use. Students will need to complete a Laptop Loan Agreement Form before borrowing laptops.</p> <p>**Macbook Laptops These are restricted for use by JCUB students only</p> <p>Returning loans All laptops, Reference Collection books, locker keys, calculators, and USBs must be returned to a staff member at least 15 minutes before closing.</p>					

Faculty and Staff Borrowing Limits

Faculty borrowing limits	Maximum Loans: unlimited		
Staff Reference collection	Prescribed text books	General collection	Reference Collection
4 Day Loan +1 renewal	7 Day Loan + 1 renewal	2 Hour Loan In-library use No renewals	1 Day (on-campus use) No renewals

Loan Renewals

- Prescribed and General Collection textbook loans can be renewed (extended) once only by email or phone.
- An item on current loan which is on reservations list may not be renewed
- An item which is more than two (2) days late may not be renewed.

Reservations

- Authorised Library Users may reserve library items by phone or email, online or in person
- A maximum of 3 reservations at a time is permitted at any one time
- Library users will be notified via email when their item/s are ready for collection
- Reserved items will be returned to shelves if not collected by 6:00pm on the day following notification to the Library User

LIBRARY PENALTIES

The penalties and/or fines payable for infringements of the library borrowing rules are determined by the Campus Librarian in consultation with the Campus director and set out on the library web page and in publicly displayed library literature.

Late Return Penalties

- The late return penalties will be as determined by the Campus Librarian in consultation with the Campus Director.
- The Campus Librarian and delegated library staff members may vary or waive any late return fee or other charge, or may substitute an alternative sanction, on an appeal from an Authorised Library User.
- The library staff may suspend an Authorised Library User's right to borrow from the library if the borrower has accrued, against their personal library account, overdue penalties past the advertised allowable limits or has unpaid replacement charges for damaged or long overdue library items recorded.
- Faculty of SREG are exempt from late return penalties, but library staff will advise faculty of the overdue status of library items.

Late Return (Overdue) Penalty Points Schedule

Maximum Loans: 8 books			
Loan Type	7 Day Loan	4 Day Loans - Prescribed texts	2 Hour Loan - Reference
Standard overdue penalty	2 point per item per day	10 points per item per day	1 Day (on-campus use) No renewals
Maximum points penalty	50 points reached – 3 week borrowing suspension	50 points reached – 3 week borrowing suspension	50 points reached – 3 week borrowing suspension
Extended overdue penalty	At 14 days – Intent to Invoice At 21 days – Invoice for replacement cost + non-refundable \$25.00 administration fee	At 14 days – Intent to Invoice At 21 days – Invoice for replacement cost + nonrefundable \$25.00 administration fee	After 7 days – invoice for replacement cost + non-refundable \$25.00 administration fee
Loan type	Laptops – Windows – On-campus use	Laptops – Windows – Off-campus use	
Standard Overdue penalty	On-campus use only (8:00-5:45pm) 10 points if not returned day of loan + suspension of borrowing rights until item returned	10 points per item per day + suspension of borrowing rights until item returned	
Maximum points penalty	50 points reached – 3 week borrowing suspension	50 points reached – 3 week borrowing suspension	
Extended overdue penalty	At 3 days – Intent to Invoice At 7 day - Invoice for replacement cost + non-refundable \$25.00 administration fee	At 3 days – Intent to Invoice At 7 day - Invoice for replacement cost + nonrefundable \$25.00 administration fee	
Loan Type	Locker keys	Calculators	USBs
Standard Overdue penalty	5 points per item per day	5 points per item per day	5 points per item per day
Maximum points penalty	50 points reached - 3 week borrowing suspension	50 points reached - 3 week borrowing suspension	50 points reached - 3 week borrowing suspension
Extended overdue penalty	Standard notices schedule apply	Standard notices schedule apply	Standard notices schedule apply

Replacement Penalties - General Rules

- The replacement charges will be as determined by the Campus Librarian based on quoted prices for replacement copies or a reasonable market estimate of the item value.
- The Campus Librarian and delegated library staff members may vary or waive replacement or other charge, or may substitute an alternative sanction, on an appeal from an Authorised Library User.
- The library staff may suspend an Authorised Library User's right to borrow from the library if the borrower has unpaid replacement charges for damaged or long overdue library items recorded.
- Faculty of SREG may be liable for the replacement cost of lost library items.
 - Faculty or staff of SREG will not be liable for the Administration Fee associated with invoiced library items.

5.3.2 Replacement Charges Schedule

Maximum Loans: 8 books			
Loan Type	7 Day Loans OR Staff Reserve general titles	4 Day Loans - Prescribed texts OR Staff Reserve texts	2 hour loan - Reference
Replacement penalty For long overdue / lost / damaged (unusable)	\$60.00 standard replacement charge + \$25.00 non-refundable administration fee	Quoted replacement cost + \$25.00 non-refundable administration fee	Quoted replacement cost + \$25.00 nonrefundable administration fee
Items stolen from students	\$60.00 standard replacement charge + \$25.00 nonrefundable administration fee	Replacement cost + \$25.00 nonrefundable administration fee	Replacement cost + \$25.00 non-refundable administration fee
Items stolen by students	All incidents referred to the Dean. Normal replacement charges apply	All incidents referred to the Dean. Normal replacement charges apply	All incidents referred to the Dean. Normal replacement charges apply
REPLACEMENT COPIES in lieu of payment	The library will accept a donation of a new or good-quality 2nd hand copy in lieu of standard replacement charge + \$25.00 nonrefundable administration fee	The library will accept a donation of a new or good-quality 2nd hand copy in lieu of standard replacement charge + \$25.00 non-refundable administration fee	The library will accept a donation of a new or good-quality 2nd hand copy in lieu of standard replacement charge + \$25.00 non-refundable administration fee
Loan type	Laptops – Windows – On-campus use	Laptops – Windows – Off-campus use	Laptop Accessories
Replacement penalty For long overdue / lost / damaged (unusable)	\$600.00 (laptop + software and installation)	\$600.00 (laptop + software and installation)	Power cord and AC power pack: \$50.00 Computer Bag \$50.00
Items stolen from students	\$600.00 (laptop + software and installation)	\$600.00 (laptop + software and installation)	Power cord and AC power pack: \$50.00 Laptop computer Bag \$50.00
Items stolen by students	\$600.00 (laptop + software and installation)	\$600.00 (laptop + software and installation)	Power cord and AC power pack: \$50.00 Laptop computer Bag \$50.00
REPLACEMENT COPIES in lieu of payment	The library will not accept a replacement laptop in lieu of payment	The library will not accept a replacement laptop in lieu of payment	Power cord and AC power pack: The library will not accept a replacement in lieu of payment. Laptop computer bag: The library will accept a donation of a suitable new bag of equal or superior quality.

5.3.2 Replacement Charges Schedule (cont.)

Maximum Loans: 8 books			
Loan Type	Locker keys	Calculators	USBs
For long overdue / lost / damaged (unusable)	\$20.00 (cost includes administration and labour)	\$15.00 (no administration fee)	Students to supply a replacement USB of equal size.
Items stolen from students	\$60.00 standard replacement charge + \$25.00 nonrefundable administration fee	Replacement cost + \$25.00 nonrefundable administration fee	Replacement cost + \$25.00 non-refundable administration fee
REPLACEMENT COPIES in lieu of payment	Non-applicable	Staff will accept a replacement calculator of equal quality in lieu of payment	Students to supply a replacement USB of equal size.
REPLACEMENT COPIES in lieu of payment	The library will accept a donation of a new or good-quality 2nd hand copy in lieu of standard replacement charge + \$25.00 nonrefundable administration fee	The library will accept a donation of a new or good-quality 2nd hand copy in lieu of standard replacement charge + \$25.00 non-refundable administration fee	The library will accept a donation of a new or good-quality 2nd hand copy in lieu of standard replacement charge + \$25.00 non-refundable administration fee

Appeals against Penalties and Charges

- The Campus Librarian may vary or waive any overdue penalty or other charge, or may substitute an alternative sanction, on an appeal from Library Users.